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## Physical Inspection Operations (PI-Ops)

# Special Bulletin # 10

Health and Safety violations are a priority when conducting inspections.

**Inspectors must accurately record Health and Safety deficiencies observed during an inspection.**

Health and safety violations pose a great threat to HUD's goal of providing safe and sanitary housing. As a result, the Real Estate Assessment Center (REAC) seeks to provide immediate notification to property representatives so that they may take corrective action quickly. Take some time to review the following steps regarding the reporting of a health and safety deficiency:

- Record each applicable health and safety deficiency accurately and completely in the data control device (DCD).
- Upon completion of the inspection, provide the property representative with a report that includes all life-threatening health and safety deficiencies for the property. The report must have a matching deficiency electronically marked in the DCD, and must be signed by both the inspector and the property representative.
- Inform property representatives that HUD requires all life-threatening health and safety deficiencies to be corrected within 72 hours of the inspection.
- Fax a copy of the report **by 10:00 a.m. on the day following the inspection** to REAC at **1-877-288-4992**.
- Print clearly and complete all items in the report so that each deficiency can be accurately logged and quickly addressed by the property representative and the HUD Field Office.

To see previous Special Bulletins, visit the REAC web site at:

<http://www.hud.gov/reac/products/prodpass.cfm>